

**Nebraska Adult and Child Abuse and Neglect Registry/Register  
Request a Check to become a Guardian/Conservator**

A person nominated for appointment as a guardian or conservator shall obtain a number of types of background checks; including a check of the Adult and Child Abuse and Neglect Registry/Register maintained by the Nebraska Department of Health and Human Services, Division of Children and Family Services.

**Plan ahead.** It may take several weeks to process your request. All checks of the registers must be completed in written form. The information that you receive does not include law enforcement clearances.

1. Address envelopes and correspondence to:

Nebraska Department of Health and Human Services  
Children and Family Services, Policy Unit  
Attn: Central Registry/Register Checks  
PO Box 95026  
Lincoln NE 68509-5026

2. Applicant information **MUST** include:

- printed first, middle, and last name,
- social security number,
- birth date,
- previously used names,
- names of all children who have lived with the applicant,
- current address, and
- previous addresses.

The Central Registers are 20 years old. Please include 20 years of information.  
The information supplied must be clear and legible or will be returned to you.

3. You must sign and date the request form and your signature must be notarized.

4. Enclose a self-addressed, stamped envelope when you send in your request form.

5. Our staff will notify you of the results.

If your name is located (or matched to a name) on the Registers, the request form will be stamped "Report Found". If a report is found, you will be informed of the process to request your name be expunged (removed) from the Registries.

If your name is not located on the Registers, the form will be stamped "No Report Found".

The information released to you will be current on the day the register checks are completed. If there is an open investigation, no information will be provided.

**PLEASE REMEMBER THAT ALL INFORMATION YOU AND YOUR AGENCY RECEIVE FROM THE CENTRAL REGISTERS IS CONFIDENTIAL AS REQUIRED BY STATUTE AND MUST BE TREATED AS SUCH BY ALL PERSONS WHO HAVE ACCESS TO THIS INFORMATION.**

If you have any questions concerning the Nebraska Child and Adult Abuse and Neglect Central Register/Registry, please call Suzann Johnson (402) 471-9322 or Luana Collins (402)-471-9225.